

“You’re listening to the Campus Recreation’s Wellness Podcast, from the University of Northern Colorado.”

The title of today’s presentation is Study Tips:

We’ll be discussing:

- Time Management
- Benefits of attending lecture
- Note taking techniques
- Study techniques

In college it is difficult to manage time between school, work, and having fun. It is important to prioritize. One way to do this is to create a schedule. Having a routine will make it easier to plan for studying and free time. Start organizing by determining the number of hours you should spend studying get an A in a class. For an easy class you should spend two hours studying for one hour spent in lecture. For a class that is moderately difficult you should spend three hours studying for every hour in class and for a difficult class you should study three hours for one hour of class.

One of the most important parts of studying is going to class. Try sitting in the front. This will minimize distractions, especially in a large lecture hall. If you have a Professor that flies through material it may be useful to divide note taking between a few peers. Choose one day to take notes and use the other days to listen and participate. Ask questions and become involved in the lecture without distractions or feeling rushed. It will also be beneficial to review the previous class notes before the next lecture. This way you can familiarize yourself with the topic and you will know what questions to ask.

There are several different note taking techniques that may help you take better notes. The first one is called the 2-6 Method. This method is done by dividing the paper into two columns. The 2 column is smaller and is used to highlight key points in either the reading or notes from lecture. The other 6 column is larger and is used for taking the bulk of the notes. This way when you are studying you can go over the highlighted columns to quickly find information.

Another note taking method is the split page method. First divide the paper in half. One side of the paper is used to write notes from the book. The other side is used to take notes from class. This allows you to review the notes from the book and from class at the same time.

If you find yourself having trouble understanding the required reading for a class, the SQ3R method has been proven to help. The S is for survey. Skim through the chapter and review headlines, pictures, or supplemental material. Familiarize yourself with what you are about to read. The Q stands for question. Determine what the purpose of the chapter is. The three R’s stand for read, recite and, review. Actively *read* the material. Ask yourself questions and put the text into your own words. After a few pages *recite* the main points of what you have just read. If you can’t remember, re-read the section again. After the assigned material had been read, *review* the notes and highlights of the chapter. Again, repetition increases retention.

When it is time to study it is very beneficial to determine what type of learner you are. A visual learner should review with charts, tables, graphs, maps, or pictures. Try drawing pictures or diagrams when reading or note taking. An auditory learner retains information by reading aloud. Try reading outloud, talk to yourself, or with a friend when studying. The last type of learner is a hepatic learner. This person needs to have some noise in the background when studying. Try standing at a desk, chew gum, or read while riding a stationary bike at the gym. Whichever type of learner you think you are, repetition is a key in retaining the information. Review your notes as much as possible.

When you first hear something it is stored as short term memory (STM). If material is reviewed within 24 hours at least 80% of the material will be retained. This is part of long term memory. Reviewing can be done by re-typing, re-writing, and making notes into full sentences. Using colors is also very beneficial. This strategy can retain 50-80% of the material. Use colored pens or highlighters to jazz it up.

Finally, make sure that you are able to take breaks. Every hour you study, you should give yourself a ten minute break. Get up, walk around and do something that is completely different and in a different place. Make time to stay physically fit. There have been studies that link high academic performance with being active. Put this into your routine. Take a walk, jog, or play basketball at least three times a week. This will release stress and help keep your body healthy.

This has been a presentation from the University of Northern Colorado's, Campus Recreation, Wellness Programming. We hope you've enjoyed this presentation and be sure to download our others topics. All information regarding upcoming events and programming is located on our webpage at: [www.unco.edu/campusrec](http://www.unco.edu/campusrec).

Today's music was provided by Derek K. Miller and the Penmachine Series at [www.penmachine.com](http://www.penmachine.com). Be sure to check him out for all your music track needs.”